

Appendix L, NONTACTICAL VEHICLES CHECKLIST, to 1A Cir 1-201

UNIT EVALUATED: _____ DATE EVALUATED: _____

INSPECTOR: _____ PHONE: _____

OVERALL RATING:	MET STANDARDS	NEEDS IMPROVEMENT
------------------------	----------------------	--------------------------

1. PUBLICATIONS: Does the unit have the following references on hand or on requisition?

a. AR 58-1	YES	NO	NA
b. AR 750-1	YES	NO	NA
c. AR 710-2	YES	NO	NA
d. GSA Regional Bulletin FPMR 4-G-119	YES	NO	NA
e. AR 385-55	YES	NO	NA

2. NONTACTICAL VEHICLES (NTVS)

a. Are policies/procedures established to account for dispatch and control NTVs? (AR 58-1, AR 710-2, para 2-32, AR 750-1, and DA Pam 738-750)	YES	NO	NA
b. Is GSA Form 1152 (Vehicle Assign/term) properly maintained for each GSA long-term use vehicle? (AR 710-2, para 2-32o(1)(a)(4))	YES	NO	NA
c. Is a transportation coordinator appointed on orders? (AR 710-2, para 2-32o(1)(a)2)	YES	NO	NA
d. Are current regulations and SOPs available to vehicle operators? (AR 58-1, AR 710-2, AR 750-1 and DA Pam 738-750 GSA Regional Bulletin FPMR 4-G-122)	YES	NO	NA
e. Are controls established to prevent unauthorized use of Government vehicles, i.e., personal use; transport to and from work; parked at places of amusement? (AR 58-1)	YES	NO	NA
f. Is (TDA/TMP) authorization document maintained /available for each vehicle? (AR 58-1 AR 710-2, para 2-32o)	YES	NO	NA
g. Are procedures established to ensure operators are properly licensed for vehicle being dispatched? (AR 385-55, DA Pam 738-750 and GSA Reg Bul FPMR 4-G-122)	YES	NO	NA
h. Are trips and dispatches consolidated as much as possible? (AR 58-1)	YES	NO	NA

Appendix L, NONTACTICAL VEHICLES CHECKLIST, to 1A Cir 1-201

i. Are vehicles dispatched using DA Form 2401 (Organizational Control Record for Equipment)? (DA Pam 738-750)	YES	NO	NA
j. Is GSA vehicle ID number and credit card serial number annotated on DA 2401/dispatch log for vehicle when dispatched? (AR 58-1, AR 710-2, DA Pam 738-750)	YES	NO	NA
k. Is an equipment record folder (NSN 7510-01- 065-0166) maintained for each vehicle? (AR 710-2, DA Pam 738-750 and GSA Reg Bul FPMR 4-G-122)	YES	NO	NA
l. Does folder include:			
(1) GSA log book/credit card/ignition keys/GSA Form 1152?	YES	NO	NA
(2) FORSCOM Form 573-R (Dispatch Record) in lieu of DD form 1970?	YES	NO	NA
(3) DA Form 2404 (Equipment Inspection and Maintenance Inspection Worksheet)?	YES	NO	NA
(4) Government Vehicle Operator Guide?	YES	NO	NA
(5) GSA Motor Vehicle Accident Reporting Kit? (AR 58-1, DA Pam 738-750 and GSA Reg Bul FPMR 4-G-122)	YES	NO	NA
m. Do operators conduct PMCS using Safety Inspection Checklist prior to operating vehicle? (AR 58-1 and GSA Reg Bul FPMR 4-G-122)	YES	NO	NA
n. Do operators use daily DA 2404 to record uncorrected faults? (AR 58-1, DA Pam 738-750 and GSA Reg Bul FPMR 4-G-122)	YES	NO	NA
o. Are procedures established to ensure contractor maintenance activities are aware of needed repairs? (GSA Reg Bul FPMR 4-G-122)	YES	NO	NA
p. Are dispatched vehicles rotated to equalize wearout/mileage factors? (AR 58-1 and GSA Reg Bul FPMR 4-G-122)	YES	NO	NA
q. Are scheduled services coordinated at proper intervals with GSA? (GSA Reg Bul FPMR 4-G-122)	YES	NO	NA
r. Are performed maintenance services recorded on GSA Form 3478 (Motor Vehicle Service Authorization)? (AR 58-1 and GSA Reg Bul FPMR 4-G-122)	YES	NO	NA
s. Is daily vehicle status report maintained? (AR 58-1, FORSCOM Supplement 1 and GSA Reg Bul FPMR 4-G-122)	YES	NO	NA
t. Are operators informed on procedures to obtain GSA authorization for repairs above \$150.00? (GSA Reg Bul FPMR 4-G-122)	YES	NO	NA

Appendix L, NONTACTICAL VEHICLES CHECKLIST, to 1A Cir 1-201

u. Are control measures established to prevent unauthorized use of credit cards? (AR 58-1 FORSCOM Supplement 1 and AR 710-2)	YES	NO	NA
v. Is a credit card control log/register maintained using DA Form 5830-R? (AR 58-1 and FORSCOM Supplement 1)	YES	NO	NA
w. Are credit cards secured? (AR 710-2)	YES	NO	NA
x. Are credit cards issued on temporary (not permanent) basis? (AR 58-1, AR 710-2 and GSA Reg Bul FPMR 4-G-119)	YES	NO	NA
y. Are credit cards used only at self-serve (not full service) pumps? (GSA Reg Bul FPMR 4-G-122)	YES	NO	NA
z. Does operator/purchaser insure fuel receipts are properly completed to include:			
(1) Name and address of service station and date of delivery?	YES	NO	NA
(2) Correct prices and extended totals for each item received?	YES	NO	NA
(3) License tag number of the vehicle?	YES	NO	NA
(4) Proper billing address and 10-digit account number as shown on the credit card?	YES	NO	NA
(5) Vehicle odometer reading? (GSA Reg Bul FPMR 4-G-122)	YES	NO	NA
aa. Does transportation coordinator review and validate all credit card and billing receipts? (GSA Reg Bul FPMR 4-G-122)	YES	NO	NA
bb. Are parking areas for NTVs adequately secured? (AR 58-1 and GSA Reg Bul FPMR 4-G-122)	YES	NO	NA
cc. Are NTVs locked when left unattended? (AR 58-1 and GSA Reg Bul FPMR 4-G-122)	YES	NO	NA
dd. Do personnel using NTVs always employ vehicle restraints systems when vehicle is in motion (AR 58-1 and GSA Reg Bul FPMR 4-G-122)	YES	NO	NA
ee. Are safety briefings conducted as required? (GSA Reg Bul FPMR 4-G-122)	YES	NO	NA
ff. Is the no smoking policy enforced: (GSA Reg Bul FPMR 4-G-122)	YES	NO	NA
gg. Are procedures established to track/record/document vehicle mileage/usage data? (AR 58-1 and GSA Reg Bul FPMR 4-G-122)	YES	NO	NA

Appendix L, NONTACTICAL VEHICLES CHECKLIST, to 1A Cir 1-201

hh. Is GSA Form 494 (Monthly Motor Vehicle Usage Report) maintained and forwarded with fuel tickets/credit card receipts through appropriate channels to GSA IAW established suspenses? (GSA Reg Bul FPMR 4-G-122)

YES

NO

NA

[illegible]